



National Aeronautics and Space
Administration
Goddard Space Flight Center

NO. 04-58	
DATE 9/15/2004	
DISTRIBUTION	
GREENBELT ONLY	*
Wallops ONLY	*
GSFC	*A
CONTRACTORS	**

ANNOUNCEMENT

SUBJECT: Part-Time Graduate Study Program
Call for Applications: Spring, Summer, Fall 2005

Applications Due: October 22, 2004

Applications are now being accepted for the Goddard Part-Time Graduate Study Program for entry into the program in the spring, summer, or fall 2005 semesters. The objectives of this program are to allow a limited number of eligible employees to pursue advanced academic study relevant to Goddard's needs and to enhance their ability to make significant contributions to the Goddard Space Flight Center. To justify the expenditure of labor hours and tuition-related costs, supervisors and managers must identify the long-range benefit(s) to their organizations and endorse the proposed plan of study as appropriate for this purpose. Employees selected may be released with supervisory approval for a maximum of 16 hours per week (8 hours per 3-4 credit course) from scheduled work to pursue these studies. Goddard will pay full salary, tuition (approved on a course-by-course basis), registration, textbook costs, and certain course-related fees. A cap of \$10K per participant per year has been imposed effective January 2004. In some cases, because of the limited availability of graduate course work in the local commuting area, employees located at the Goddard/Wallops Flight Facility and the Independent Verification and Validation (IV&V) Facility may be considered for full-time graduate study. Any travel associated with the Part-Time Graduate Study Program must be funded by the participant's Directorate.

Selection of Participants

A nominating committee will:

- conduct a review of all new applications;
- interview new candidates; and
- make appropriate recommendations to the Chief of the Career Development and Employee Worklife Office for final decision.

Conditions of Participation

Employees seeking participation in the Goddard Part-Time Graduate Study Program must:

- be accepted into an accredited post-baccalaureate academic program (applications to the college or university may be in a pending status at the time of PTGS application);
- have attained an undergraduate GPA of 2.9/4.0 scale or 3.6/5.0 scale;
- be a civil service employee on a permanent, term, or NASA Excepted Employee (NEX) appointment;
- be recommended for the PTGS Program by their Division Chief;
- not be enrolled simultaneously in any other Center-funded academic or development program; and
- have worked at NASA as a civil service employee for a minimum of one year prior to beginning their participation in the program.

PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT

DISTRIBUTION CODES:

(Civil Service) - GSFC Employees

*B (Civil Service) - GSFC Section Level and Above

*C (Civil Service) - GSFC Branch Level and Above

*D (Civil Service) - GSFC Division Level and Above

**A (Contractor) - Contractor and Other Employees

**B (Contractor) - Contractor and Other Offices

Employees approved for the Goddard Part-Time Graduate Study Program must:

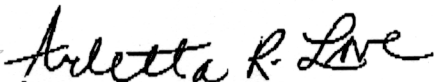
- a. make steady progress in their academic program (a minimum of 3 credits per semester successfully completed, not including summers);
- b. sign an agreement to remain with the Government following the completion of an academic term for a period equal to three times the length of the training;
- c. seek prior approval from the Part-Time Graduate Study Program Manager to change degree programs, add a course and/or withdraw from a course;
- d. reimburse the Government for all training expenses if 1) an academic deficiency (below the grade of C) is incurred, or 2) they withdraw from a course without sufficient reason;
- e. submit official grade reports to the PTGS Program Manager at the conclusion of each semester (not doing so prohibits the participant from registering for the following semester);
- f. submit a *Request for Continuation* memo if they wish to remain in the program during the next academic year; and
- g. adhere to all policies and procedures outlined in the PTGS Program Guidelines (see ohr.gsfc.nasa.gov/DevGuide/DevPrograms/part.htm)

Interested employees should discuss their proposed program of study and career objectives with their supervisor. The supervisor should be satisfied that the program meets a present or anticipated need of their organization or the Center.

90-minute Academic Program Application Writing and Interviewing Skills workshops have been scheduled for September 27, October 4 (Wallops), 15 and 18 to help interested employees prepare for the application process. To enroll in one of these workshops, contact Ms. Tracey White on 301-286-7823.

Part-Time Graduate Study Program applications must be submitted to Ms. Qluna Harris of the Career Development and Employee Worklife Office, Code 114, building 1, Room E-100H by C.O.B. October 22, 2004. See Enclosures 1 and 2 for outlines of the employee application and management endorsement. Applicants will be notified by early November of the interview schedule.

For additional information contact Ms. Dubose-Williams by phone at 301-286-4853 or Ms. Harris at X301-286-3061. Ms. Dubose-Williams may also be reached by e-mail at: Marsha.M.Dubose-Williams@nasa.gov and Ms. Harris at qharris@pop100.gsfc.nasa.gov.



Arletta R. Love
Chief, Career Development and Employee Worklife Office

Enclosures

1. Outline of Employee Application
2. Outline of Supervisory Endorsement

**OUTLINE OF EMPLOYEE APPLICATION
PART-TIME GRADUATE STUDY PROGRAM**

TO: 114/Part-Time Graduate Study Program Manager/Michelle Dubose-Williams

THRU: Branch Head
Division Chief

FROM: Organization Code/Name of Applicant

SUBJECT: Application for Part-Time Graduate Study Program

1. Name, title and grade
2. Educational background (include official transcripts)
 - a. undergraduate and graduate schools attended including: dates, majors, and degrees received
 - b. academic honors
3. Professional activities (associations, organization memberships, etc.)
4. Indicators of professional capabilities such as awards, honors, contributions to publications, etc. (employee personnel profiles are available at <https://profiles.gsfc.nasa.gov/phaseii/login2.cfm>)
5. Description of present duties and responsibilities (200 words or less)
6. Description of the academic program to be pursued including:
 - a. name of college or university to be attended
 - b. proposed academic program and specific objectives to be achieved
 - c. proof of acceptance (may be submitted at a later date if still pending)
 - d. outline of courses to be taken (program of study—by semester if known)
 - e. detailed cost estimate by semester for the spring, summer and fall 2005 semesters
 - f. proposed program starting and completion dates
7. Years you have been a permanent, term or NEX civil service employee at NASA (If less than one year, state the date you entered on duty).
8. Statement of potential value of program
 - (1) to NASA and applicant's organization
 - (2) to applicant's own career objectives
9. Amount of time off per week that you are requesting to study/attend classes

Enclosure 1

**OUTLINE OF MANAGEMENT ENDORSEMENT
PART-TIME GRADUATE STUDY PROGRAM**

TO: 114/Part-Time Graduate Study Program Manager/Michelle Dubose-Williams
THRU: Division Chief
FROM: Applicant's Supervisor
SUBJECT: Management Endorsement of Part-Time Graduate Study Program Application for
(Name of Applicant)

1. Indicate relevance of proposal to present or predictable needs of the organization or Center.
2. Indicate nominee's potential for growth as a result of the academic study.
3. Provide the most recent narrative summary sheet of nominee's performance appraisal (GSFC 17-110 or 17-111).
4. Indicate maximum weekly duty time off from work that will be granted for the employee's studies.

Signature Concurrence:

Branch Head
Division Chief

Enclosure 2